



FAMILY SELF-SUFFICIENCY SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To plan and coordinate the operations and activities of the Family Self Sufficiency (FSS) Program for the City's Housing Division; and to act as case manager for families and individuals residing in federal assisted housing, including providing information, support and resources to assist them in becoming economically self-sufficient.

Supervision Received and Exercised:

Receives general supervision from the Housing Supervisor or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Plan, implement and coordinate the activities of the Housing Division's Family Self Sufficiency (FSS) Program including participant recruitment and selection, orientation and on-going case management.
- Act as case manager for families and individuals participating in the program by providing counseling, support and community resources to assist in establishing economic independence.
- Develop Self Sufficiency Program action plans with individual program participants; develop individual training and service plans and provide feedback to participants on their progress.
- Act as liaison with local providers of self-sufficiency services, such as job training, career counseling, childcare and transportation; facilitate meetings between providers and participants. Work with other agencies to promote, improve and obtain support for the homeownership program.

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- Meet regularly with program participants and local providers to monitor program progress; revise participant goals as appropriate and encourage focus on achievement of short and long-term goals.
- Monitor and follow HUD regulations regarding interim re-examinations, portability and eligibility to ensure compliance, and fair practices and procedures for the FSS program.
- Develop a “bridge or link to the FSS Program in order to assist FSS participants in moving towards Homeownership.
- Participate in the development and implementation of Homeownership Program goals, objectives, policies, and priorities; identify resource needs.
- Prepare grant applications for available funds related to homeownership.
- Work with local lenders and agencies to gain a better understanding of the home buying process and provide workshops to participants to assist them with the process. Attend community meetings to enhance and further develop the program.
- Conduct the screening for eligibility, training, motivating and evaluating of Section 8 participants who show interest in becoming homeowners. Conduct Homeownership Briefings to inform participants of the Homeownership program.
- Establish procedures for the recruitment and selection of Homeownership participants; process applications for participants in the program; determine services needed by participants and match services and providers with participants.
- Research appropriate public and social service agencies and organizations, resident groups, and private businesses to determine the most appropriate agency match with family members.
- Assist participants with budgeting plans and general financial information.
- Maintain the case management of Homeowners after purchasing a home as required by HUD.
- Counsel Homeownership participants regarding compliance with the Housing Agency’s rules and regulations. Review, interpret, and implement HUD and other federal policy regulations.
- Represent the Homeownership Program to other City of Tempe Divisions, outside agencies and to other Housing Agencies; explain program policies and activities.
- Compile, maintain and update various statistics, reports and records required by HUD.

Effective July 1995

Revised Jan 2004 (Example of Duties Update)

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- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience in social casework or counseling, preferably in an assisted housing environment. Experience in mortgage banking is desirable.

Training:

Requires the equivalent to a Bachelor's degree from an accredited college or university with major course work in social services, counseling, psychology, business or a related field.

Licenses/Certifications:

May require the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 5274

Salary Range: 26

FLSA: Exempt